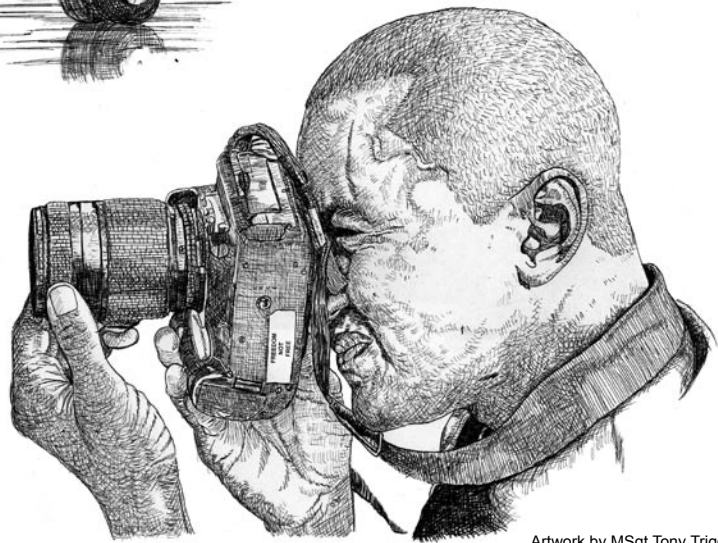
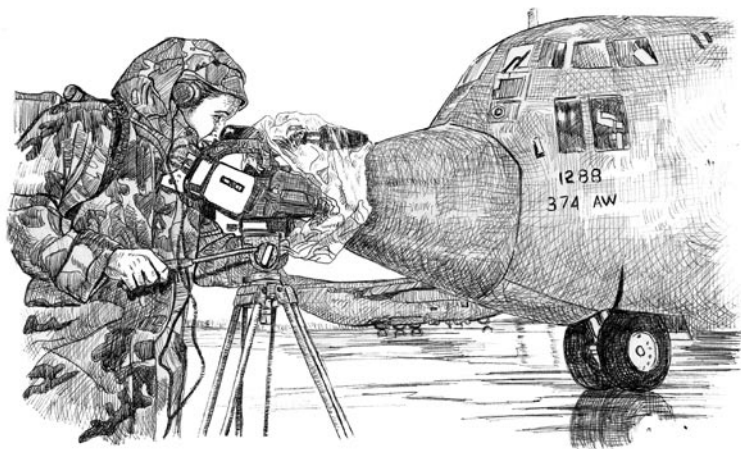


AFSC 3V0XX

VISUAL INFORMATION CAREER FIELD



Artwork by MSgt Tony Trigg

CAREER FIELD EDUCATION AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN
VISUAL INFORMATION CAREER FIELD
AFSC 3V0XX**

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VISUAL INFORMATION SPECIALTIES
AFSCs 3V0X1, 3V0X2 AND 3V0X3
CAREER FIELD EDUCATION AND TRAINING PLAN

Part I

Preface

1. The Career Field Education and Training Plan (CFETP) is the primary document used to identify life-cycle education and training requirements. It serves as a road map for career progression and outlines requirements that must be satisfied at appropriate points throughout the career path. The CFETP also specifies the mandatory task qualification requirements for award and maintenance of an AFSC. Use the CFETP to plan, conduct, evaluate, and document training.
2. The CFETP consists of two parts; both are used by supervisors to plan, manage, and control training within the career field.
 - 2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use this plan; **Section B** identifies career progression information, duties and responsibilities, training strategies, and career field flowcharts; **Section C** associates each skill level with specialty qualifications (knowledge, training, education, experience, and other); **Section D** indicates resource constraints i.e., 3/5/7/9 level formal/OJT training. Some examples are as follows: funds, manpower, equipment, and facilities. Note: AFI 36-2108 contains the job descriptions.
 - 2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks and technical references to support formal and OJT training; wartime/core tasks and correspondence course requirements. **Section B** contains the course objective list, which is the training standards supervisors use to determine if airmen satisfy training requirements; **Section C** identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in (www.e-publishing.af.mil) and are distribution "F". **Section D** is a training course index supervisors use to identify mandatory and optional training resources. **Section E** is used to identify MAJCOM unique training requirements. Supervisors and trainers use Part II to identify, plan, and conduct training in accordance with the goals of the plan. **Section F** contains a listing of suggested reading materials.
3. Using guidance provided in the CFETP will ensure that individuals in this specialty receive effective and efficient training at the appropriate point in their career. The plan will enable us to train today's work force for tomorrow's jobs.

ABBREVIATIONS/TERMS EXPLAINED

This section provides a common understanding of the terms that apply to the Airfield Systems Career Field and Education Training Plan.

Advanced Training. Formal courses which provide individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

Air Education Training Command (AETC). Responsible for the recruiting, training and education of Air Force personnel. AETC also provides pre-commissioning, professional military, and continuing education.

Air Force Career Field Manager (AFCFM). Representative appointed by the respective HQ USAF Deputy Chief of Staff or Under Secretary to ensure that assigned AF specialties are trained and utilized to support AF mission requirements.

Air Force Institute for Advanced Distributed Learning (AFIADL). The result of a merger between the Air Force Distance Learning Office and the Extension Course Institute (ECI).

Air Force Job Qualification Standard (AFJQS). A comprehensive task list that describes a particular job type or duty position. Supervisors use the AFJQS to document task qualification. The tasks on AFJQSs are common to all persons serving in the described duty position.

Air Force Qualification Training Package (AFQTP). An instructional package designed for use at the unit to qualify or aid qualification in a duty position, program, or on a piece of equipment. It may be printed, computer-based, or other audiovisual media.

Air Force Specialty (AFS). A group of positions (with the same title and code) that require common qualifications.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive core training document that identifies: life-cycle education and training requirements; training support resources, and minimum core task requirements for a specialty. The CFETP aims to give personnel a clear path and instill a sense of industry in career field training. CFETPs are officially posted at <http://www.e-publishing.af.mil/>.

Certifying Official. A person assigned by the commander to determine an individual's ability to perform a task to the required standard.

Computer Based Training (CBT). A form for training in which the student learns via a computer terminal. It is an especially effective training tool that allows the students to practice applications while they learn.

Continuation Training. Additional advanced training exceeding the minimum upgrade requirements with emphasis on present or future duty assignments.

Core Task. Tasks the AFCFM identifies as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

Course Objective List (COL). A publication derived from the initial/advanced skills course-training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3, 5 or 7-skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each specialty skill level.

Executive Agents. The executive agent co-manages the career field with the Air Force Field Manager. This position oversees AFCA career field utilization and training of manpower resources and advises commander on assignment issues and serves as career field future force planner, identifies, skill sets, force mix, and migration strategies of future force structure.

Initial Skills Training. A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified officers.

Instructional System Development (ISD). A deliberate and orderly (but flexible) process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

Major Command (MAJCOM). A MAJCOM represents a major Air Force subdivision having a specific portion of the Air Force mission. Each MAJCOM is directly subordinate to HQ USAF.

MAJCOM Functional. Manager for all matters related to the training and utilization of individuals within a particular MAJCOM and AFSC.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFSC.

On-the-Job Training (OJT). Hands-on, “over-the-shoulder” training conducted by certified personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Qualification Training (QT). Hands-on performance training designed to qualify an airman to maintain up-to-date qualifications.

Qualification Training Package (QTP). An instruction package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Specialty Training Standard (STS). An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3, 5, or 7 skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

Skill Training. A formal course that results in the award of a skill level.

Standard. An exact value; a physical entity, or an abstract concept; the appropriate authority; custom, or common content sets up and defines to serve as a reference; model, or rule in measuring quantities or qualities; developing practices or procedures, or evaluating results; a fixed quantity or quality.

Total Force. All collective Air Force components (active, reserve, guard and civilian elements) of the United States Air Force.

Upgrade Training (UGT). Mandatory training, which leads to attainment of a higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of the Air Force Career Field Manager (AFCFM), MAJCOM functional managers, subject matter experts (SME), and AETC training personnel that determines career ladder training requirements.

Wartime Tasks. Those tasks that must be taught when courses are accelerated in a wartime environment. These task are identified by an asterisk (*) in CFETP Part II, Section A, STS. In response to a wartime scenario, these tasks will be taught in the 3- level course in a streamlined training environment. These tasks are only for those career fields that still need them applied to their schoolhouse tasks.

Section A - General Information

1. Purpose. The CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Functional Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training for the 3V0X1, 3V0X2 and 3V0X3 career fields, is provided by the Defense Information School (DINFOS) at Ft George G. Meade, MD. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5, 7, and 9 skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge training required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

- 1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it helps supervisors identify needed training at appropriate points in an individual's career.
- 1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.
- 1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.
- 1.4.** Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Uses of the CFETP. This plan is used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. DINFOS training personnel develop and revise formal resident training based on requirements established by the users and documented in Part II of the CFETP. They work with the Air Force Career Field Manager to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs ensure their training programs complement the CFETP's mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty initiates an annual review of this document by AETC and MFMs to ensure currency and accuracy. The AFCA 3V executive agent reviews this CFETP for accuracy prior to submission for approval by the AFCFM.

Section B - Career Progression and Information

4. Specialty Description. This information supplements that presented in AFMAN 36-2108, *Enlisted Classification*.

4.1. Specialty Summary. The Visual Information/Multimedia Career Field encompasses graphic arts, photography and video production/documentation.

4.1.1. 3V0X1. Prepares artwork, sketches, charts, and layouts for publications and web page designs, displays, training, Visual Information/Multimedia production, medical operational and combat requirements. Operates Visual Information/Multimedia equipment; assists in preparing and using Visual Information/Multimedia aids and audio or video recordings. Provides web design, presentations, Video Teleconferencing (VTC) support, and WSV.

4.1.2. 3V0X2. Accomplishes, processes still, continuous, and computer generated imagery. Supports base level, technical, contingency, reconnaissance, aerial mapping, special mission production, operational or combat requirements. Performs imagery tests and analyses, and certifies, monitors, and regulates imaging equipment. Captures, stores, enhances, crops, prints, or transmits images via satellite, telephone, or secure transmission systems.

4.1.3. 3V0X3. Performs motion media activities. Uses motion media systems to provide aerial or ground visual information production or documentation support to Air Force educational, training, operational, combat or corporate communication requirements. Perform related editorial duties.

4.2. Duties and Responsibilities.

4.2.1. 3V0X1.

4.2.1.1. Plans and prepares graphic images, special displays, web pages, and exhibits. Develops graphic products for direct viewing, printing and reproduction, photography and projection, and television presentation. Prepares sequential artwork for use in series or to achieve cinemagraphic animation and special effects. Compiles and depicts data using various media, drawing instruments and electronic equipment. Employs visual elements and principles of composition including style, balance, contrast, tone, color and dominance.

4.2.1.2. Operates special graphics equipment including graphic imaging systems, copy cameras, and serigraphic, printing, duplicating and processing equipment.

4.2.1.3. Operates and maintains presentation equipment. Sets up, positions, synchronizes, and operates various types of cameras, projectors, video and audio recorder-reproducers and monitors, video teleconference, digital interface, computers, and multimedia equipment. Selects lenses, screens, or television monitors according to viewing distance, medium type, ambient light, and audience size. Position microphones, records proceedings, and arranges viewing or conference areas. Directs on-line modifications of Visual Information/Multimedia products during presentations or conferences.

4.2.1.4. Prepares medical illustrations. Prepares anatomical and pathological sketches or drawings. Collaborates with physicians on specific cases to ensure optimum illustrative results. Prepares accurate and realistic moulages.

4.2.1.5. Designs, integrates, and supervises presentations facilities and systems. Prepares facility layouts, electrical cabling schematics, equipment-switching procedures, and links acoustical equipment with projection systems for classrooms, conference rooms, theaters, and teleconferencing facilities.

4.2.1.6. Supervises or performs Visual Information/Multimedia functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of Visual Information/Multimedia record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages Visual Information/Multimedia communication program.

4.2.1.7. Performs Weapons Systems Video (WSV) Duties. Performs analog-to-digital and digital-to-digital capture of weapon systems video imagery. Prepares classification, mission, and target still image title slides for use in video clips. Edits video clip in coordination with Intelligence personnel. Masks clips when needed for public or other agency release. Exports edited clips to various file formats for use by command authorities, intelligence, public affairs, and other agencies. Degausses videotapes to remove embedded time codes so that tapes can be re-used by aircrews. Transmits clips to central location using file transfer protocol (FTP) software, on-line folders, storage media, or electronic mail. Archives tapes and important digital imagery as required.

4.2.2. 3V0X2.

4.2.2.1. Performs photographic assignments. Acquires imagery in controlled, uncontrolled and combat environments. Applies principles of composition. Conceives, visualizes, and produces images, accomplishes combat documentation, investigative, record, informational, and other imagery. Obtains pertinent data and writes captions and cover stories. Selects and crops pictures for layouts and picture stories.

4.2.2.2. Accomplishes photographic imaging. Coordinates with customers, performs photographic imaging acquisition and processing of reversal, original negative, master negative, duplicate negative, digital photography and prints. Selects, inspects, tests camera, film and photographic processing systems. Determines and uses appropriate cameras, films, filters, lighting, and accessory equipment. Operates, monitors, and adjusts photographic processors to ensure processing parameters are maintained. Evaluates processed imagery to discern any physical or chemical defects, and takes corrective action.

4.2.2.3. Operates or supervises operation of image acquisition equipment. Uses imaging systems, cameras, and lighting equipment to obtain optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision), operates portable satellite systems, imaging computers and modems to transmit, receive or store images.

4.2.2.4. Performs copy and duplication functions. Copies flat art, prints, slides, and computer generated products. Makes duplicate negatives, slides, inter-negatives, and positives. Uses specialized lighting and filters to control color balance.

4.2.2.5. Performs medical image recording functions. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

4.2.2.6. Performs aerial photographic assignments. Coordinates with pilots and aircrew on mission requirements for proper aircraft positioning. Sets up and operates stabilized camera mounts and ancillary lighting systems on-board aircraft.

4.2.2.7. Supervises or performs Visual Information/Multimedia functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of Visual Information/Multimedia record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages Visual Information/Multimedia communication program.

4.2.3. 3V0X3.

4.2.3.1. Supervises or accomplishes aerial or ground camera assignments. Determines equipment requirements, researches subject matter, and establishes shooting outline. Effects necessary coordination and ensures equipment is in proper operating condition. Operates camera, lighting, and related equipment. Determines optimum camera placement and settings. On aerial assignments, coordinates with pilot to ensure proper aircraft positioning and maneuvering to obtain desired results. Acquires data for captions, background material, cover stories, and logs. Performs operator maintenance on equipment. Determines most appropriate recording methods. Maintains continuity, orientation, and screen direction. Uses recording techniques compatible with editing. Reviews plans or scripts to determine resources requirements. Determines camera angles, lighting, and special effects. Ensures color compatibility between subject matter and backgrounds. Determines proper lighting and camera settings to ensure color match of related scenes shot at different locations. Matches interior and exterior scenes. Assists in selecting shooting locations. Ensures proper slating and identification.

4.2.3.2. Performs production-related functions. Assists producers, directors, and writers. Coordinates with requesters to define subject matter and treatment, and assists with script preparation. Prepares and arranges studio sets and related scenery or props. Directs rehearsal and recording activity. Evaluates production treatment for suitability. Determines selection, timing, and sequencing of material for electronic editing or post-production assembly. Operates ancillary television production equipment such as character generators and film chains.

4.2.3.3. Acts as technical director or switcher. Integrates various television inputs. Operates switcher-fader, special effects, chroma-key, and remote controls. Sets up and accomplishes switching and special effects on cue. Ensures availability and technical adequacy of all inputs. Performs operational checks to insure functional readiness of equipment prior to recording.

4.2.3.4. Acts as floor manager. Arranges and controls illumination for proper coverage, intensity, and color balance. Supervises construction, handling, and storing of studio equipment or props. Relays cues and signals, and assists production director.

4.2.3.5. Functions as video camera operator. Ensures video coverage of staged or spontaneous events. Assists video controller with camera setup. Prepares and consults shot lists and provides camera coverage during rehearsals and recording sessions. Proofreads and corrects teleprompter scripts prior to production. Instructs talent in effective techniques or prompter use.

4.2.3.6. Acts as prompter operator. Loads, unloads, and operates prompter.

4.2.3.7. Performs Visual Information/Multimedia editorial functions. Reviews and edits Visual Information/Multimedia materials. Identifies and reduces material to individual scenes or sequences, and assembles proper order. Edits, assembles, and synchronizes recorded sound with imagery. Integrates special effects and prepares cue sheets.

4.2.3.8. Accomplishes audio recording or sound distribution. Directs or produces original recordings of music, sound effects, dialog, or narration. Directs or produces original recordings of music, sound effects, dialog, or narration. Transfers or duplicates optical or magnetic audiotapes. Selects and cues audio source material while operating recorders, reproducers, or projectors in interlock. Electronically combines and balances multiple sound inputs while operating mixing console to create optimum composite audio programs.

4.2.3.9. Performs optical instrumentation. Supports scientific analysis, test documentation, and aerial photographic requirements with motion media systems. Consults with and assists engineers and scientific advisers on all phases of optical instrumentation. Determines techniques to be used employing normal speed, high speed, or ultra speed metric and space position photography.

4.2.3.10. Supervises or performs Visual Information/Multimedia functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of Visual Information/Multimedia record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages Visual Information/Multimedia communication program.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative for Career Field 3V0XX identifies skill progression.

5.1. Apprentice (3) Level. Complete initial skills training course [EBABD3V031 00AA Basic Multimedia Illustrator Course](#) (DINFOS-BMIC), [EBABD3V032 00AA Basic Still Photo](#) (DINFOS-BSP), or [EBABD3V033 00AA Visual Production/Documentation](#) (DINFOS-VPD) located at Ft George Meade, MD, for award of the 3-skill level. Retraining into a similar Air Force Specialty Code (AFSC) or shred may be accomplished via On-the-Job Training (OJT) alone only when specified in the retraining instructions and as approved by the Air Force Career Field Manager (AFCFM). Personnel retraining via OJT may be awarded a 3-skill level upon completion of knowledge training on all initial skills course tasks, duty position requirements identified by the supervisor and all other mandatory requirements."

5.2. Journeyman (5) Level. Complete mandatory Career Development Course (CDC), all core tasks identified in the CFETP and other duty position tasks identified by the supervisor. Award of the 5-skill level also requires completion of a minimum of 15 months in upgrade training (UGT); all mandatory requirements listed in AFMAN 36-2108 specialty description and CFETP, and be recommended by their supervisors. Individuals in retraining status, Training Status Code (TSC) 'F', must complete a minimum of nine months in upgrade training.

5.3. Craftsman (7) Level. Be at least a staff sergeant (SSgt), complete mandatory CDCs, if available, core tasks identified in the CFETP and other duty position tasks identified by the supervisor, complete 7-skill level craftsman course E3ACP3V07X 000, meet mandatory requirements listed in the specialty description in AFMAN 36-2108, complete a minimum 12 months in training, and recommended by the supervisor for award of the 7-skill level. Individuals in retraining status are subject to the same requirements and must complete a minimum 6 months in UGT TSC G.

5.4. Superintendent (9) Level. Must hold the rank of senior master sergeant (SMSgt), meet mandatory requirements listed in specialty description in AFMAN 36-2108 and have supervisor's recommendation for the award of the 9-skill level.

5.5. HQ Air Force Personnel Center (HQ AFPC) DPPAC will coordinate with the AFCFM to acquire approval for 3-skill level school waivers for individuals required to retrain under special circumstances when attendance would incur undue hardship on the retrainee and retaining the individual is in the best interest of the Air Force, e.g., Exceptional Family Member Program (EFMP), Humanitarian Assignment, or AFSC disqualification.

5.6. Air National Guard (ANG) and Air Force Reserve Command (AFRC) Headquarters-Level Functional Managers (FM). Waiver authority for mandatory training requirements is equivalent to that of AFCFMs. Waiver package requirements include: prerequisite AFSC, initial skills courses, equivalent civilian skills, experience or education, and upgrade time requirements for the 5- and 7-skill level and 7-skill level course attendance.

5.7. Forward recommended changes, additions, or deletions to a published CFETP to the MAJCOM Functional Manager.

5.8. Air Force Job Qualification Standards. AFCFMs issue AFJQSs for unique duty positions, weapons systems or equipment. The AFJQS supplements the CFETP, Part II, by outlining specific skill and task requirements.

6. Training Decisions. This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Visual Information/Multimedia Specialties. The spectrum includes strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a fragmented approach to training. The following training decisions were made during the 3V0XX Utilization and Training Workshop held 5-7 May 2005 at Keesler AFB, Biloxi, MS.

6.1. Initial Skills. Initial/entry level skills are taught in courses EBABD3V031 00AA [Basic Multimedia Illustrator Course](#) (DINFOS-BMIC), [EBABD3V032 00AA Basic Still Photography](#) (DINFOS-BSP), [EBABD3V033 00AA Video Production/Documentation Course](#) (DINFOS-VPDC), located at Ft George G. Meade, MD.

6.2. Five level Upgrade Training Requirements. The 5-level CDCs were revised to add needed material and to reduce requirements in areas no longer needed.

6.3. Seven Level Upgrade Training Requirements. The 7-level course, E3ACP3V07X 00AA, was designed to provide enhanced training in budgeting, 5-year equipment plans, customer relations, digital imaging, and related multimedia career fields.

6.4. Proficiency Training. Any additional knowledge and skill requirements, which were not taught through initial skill or upgrade training, were assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation training program that ensures individuals in the Visual Information/Multimedia career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

7. Community College of the Air Force (CCAF). Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity for all enlisted members to obtain an Associate in Applied Science degree. The degree must be completed before the student separates from the Air Force, retires, or is commissioned as an officer. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. The College offers the Occupational Instructor Certification to instructors teaching full time in a CCAF affiliated school. To qualify, instructors must complete a 3 semester hour Instructor Methodology course, a 12 semester hour Teaching Internship, have two years teaching experience from date of Teaching Internship completion, hold an associate or higher degree, and be recommended by their commander/commandant.

7.2. Degree Program. The Audiovisual Production Services (2IAJ) program applies to 3VXXX career fields.

7.2.1. Degree Requirements. Prior to completing an associate's degree, the 5-skill level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military training.








7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with definitions of applicable General Education subjects/courses as provided in the CCAF General catalog.

7.2.5. Program Electives (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the applicable General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. CCAF General Catalog. The current CCAF General Catalog contains details regarding the Associates of Applied Science in Audiovisual Production Services. The catalog is available at your education officer or from <http://www.au.af.mil/au/ccaf/>.

7.4. Off Duty Education. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

8. Multimedia Enlisted Career Path.

Level	Rank Average TIS	Education and Training Requirements
STRATEGIC LEVEL LEADERSHIP & MANAGEMENT <ul style="list-style-type: none"> • SNCOs gain breadth of experience, leadership and managerial perspective supporting service and joint efforts. • Short-term successful special duty (PME, First Sergeant, Career Counselor) outside normal job and return to original AFSC. • SNCOs may/will be assigned key duties as Career Field Manager, MAJCOM Functional Manager, or Base Multimedia Manager. • SNCOA by correspondence. 	 CMSgt 21 years	Upgrade To Chief Enlisted Manager (CEM) - Must be a CMSgt selectees - Attend CMSgt Leadership Course when selected
	 SMSgt 19.5 years	Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt
	 MSgt 17.5 years	USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt selectees or selected MSgts - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only)
OPERATIONAL LEVEL BUILD BREADTH & DEPTH <ul style="list-style-type: none"> • NCOs become skilled technicians and mature leaders. • NCOs can build breadth with short-term Joint & Special duty assignments (PME, Recruiter, etc.) outside normal job and return to original AFSC. • NCOs will build depth as Base Multimedia Manager and Noncommissioned Officer in Charge. • CCAF degree in current career field. 	 TSgt 12 years	Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt selectees - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only)
		Task Certifier - Must meet certifier eligibility requirements as per AFI 36-2201 Vol 3, chapter 6
	 SSgt 5 years	Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt - 12 months UGT (6 months for retrainee) - Recommended by supervisor - Complete core tasks in CFEPT - Complete 7-skill level craftsman course
		Trainer - Must meet trainer eligibility requirements as per AFI 36-2201 Vol 3, chapter 6
TACTICAL LEVEL DEVELOP COMPETENCY <ul style="list-style-type: none"> • Airmen concentrate on learning their primary skill; hands on OJT is required to upgrade to the 5-skill level. • On the Job training • Career Development Course 	 SrA 3 years	Airman Leadership School (ALS) - Must be a SrA with 48 months TIS or be a SSgt selectee - Resident graduation required for SSgt sew-on (Active Duty Only) - HYT 12 years
	 A1C 10 months	Upgrade To Journeyman (5-Skill Level) - Complete appropriate CDC if/when available - Complete core tasks in CFETP - Minimum 15 months UGT (9 months for retrainees) - Recommended by supervisor - Sew-on A1C for award of the 5-skill level
	 Amn 6 months	Apprentice Technical School (3-Skill Level) - Complete resident initial skills training course - Complete appropriate upgrade training (UGT) for retrainee
		Basic Military Training school

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in the Visual Information/Multimedia career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS part II, Sections A and B of this CFETP.

10. Specialty Qualification.

10.1. Apprentice Level Training:

10.1.1. Specialty Qualification.

10.1.1.1. Knowledge.

10.1.1.1.1. 3V0X1 – Principles of design and layout; fundamentals of color theory; fundamentals of realistic drawing; color media; perspective, fundamentals of lettering, printing reproduction, electronic imaging systems, elements of graphic design, image editing, desktop publishing; image scanners, output to black and white and color printers, video recorders, plotters, imagery captions, Visual Information Record Identification Numbers (VIRIN), archiving data/image files, computer management, computer hardware and software, computer graphics raster and vector software, electronic presentations, ethics, visual communications, web page design software, animation software, digitized audio and video software, combat documentation (reference sketches) graphics, customer relations, and operator maintenance, safety and security.

10.1.1.1.2. 3V0X2 – Theory and application of photographic fundamentals, captioning, optics, sensitized materials, light sources, exposing, camera operations for standard and studio photography, quality control, and sensitometric procedures. Knowledge and application of digital imaging to include cameras, scanning hardware and software, imaging and graphics software, image transmission, and archiving.

10.1.1.1.3. 3V0X3 – Video camera operations, video editing systems, audio, lighting, and studio equipment. Principles of video framing, composition, visualization, storytelling, and audio and video editing (linear and non-linear). Competence for video production and documentation of military events and features.

10.1.1.2. Education. Completion of high school with courses in physics, electronics, photography, drawing, painting, silk screen or mass media is desirable.

10.1.1.3. Training.

10.1.1.3.1. 3V0X1 – Completion of [EBABD3V031 00AA Basic Multimedia Illustrator Course](#) (DINFOS-BMIC).

10.1.1.3.2. 3V0X2 – Completion of [EBABD3V032 00AA Basic Still Photography](#) (DINFOS-BSP).

10.1.1.3.3. 3V0X3 – Completion of [EBABD3V033 00AA Video Production/Documentation Course](#) (DINFOS-VPD)

10.1.1.4. Experience. None required.

10.1.1.5. Other. Normal color vision is required for entry into this AFSC as defined by AFI 48-123, *Medical Examination and Standards*. Eligibility for a Secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for award and retention of this AFSC.

10.1.2. Training Sources and Resources. The STS identifies core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs.

10.1.3. Implementation. Entry into training is accomplished by reserving a position in the career field upon entry into the Air Force.

10.2. Journeyman Level Training:

10.2.1. Specialty Qualification.

10.2.1.1. Knowledge. No additional knowledge requirements.

10.2.1.2. Training. No AETC training requirement.

10.2.1.3. Experience.

10.2.1.3.1. 3V051. Qualification and possession of AFSC 3V031. Completion of 3V051 Career Development Course, all 3V051 career training guide core tasks and tasks assigned to the individual's duty position.

10.2.1.3.2. 3V052. Qualification and possession of AFSC 3V032. Completion of 3V052 Career Development Course, all 3V052 career training guide core tasks and tasks assigned to the individual's duty position.

10.2.1.3.3. 3V053. Qualification and possession of AFSC 3V033. Completion of 3V053 Career Development Course, all 3V053 career training guide core tasks and tasks assigned to the individual's duty position.

10.2.1.5. Other. Normal color vision is required as defined by AFI 48-123, *Medical Examination and Standards*. Eligibility for a Secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for retention of AFSC 3V051, 3V052 or 3V053.

10.2.3. Implementation. Entry into formal upgrade training is initiated 45 days after an individual arrives on their first duty station from technical school. Qualification training is initiated anytime an individual is assigned duties for which they are not qualified. Use CDCs and AFJQSS/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

10.2.4. Training Resources. The STS identifies core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs.

10.3. Craftsman Level Training:

10.3.1. Specialty Qualification. All 3V051, 3V052 and 3V053 qualifications apply to the 7-level requirements as applicable to each AFSC.

10.3.1.1. Education. To assume the grade of SSgt individuals must graduate Airman Leadership School and to assume the grade of MSgt individuals must graduate the NCO Academy.

10.3.1.2. Training. Completion all STS core tasks for the assigned duty position and the [Visual Information Craftsman Course](#). Completion of Base Multimedia Manager course is desirable for assignment to a Base Multimedia Manager (BVIM) position.

10.3.1.3. Experience. Prior qualification as a 3V051, 3V052 or 3V053 is mandatory. Experience in managing, supervising, developing education or training programs, performing or supervising functions within the Visual Information/Multimedia center is mandatory for award of the 7-skill level.

10.3.1.4. Other. Normal color vision is required as defined by AFI 48-123, *Medical Examination and Standards*. Eligibility for a Secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for retention of AFSC 3V071, 3V072 or 3V073.

10.3.2. Implementation. Initiate formal upgrade training when the individual is notified of selection for promotion to SSgt. Initiate qualification training anytime an individual is assigned duties for which they are not qualified. Use CDCs and AFJQSS/AFQTPs concurrently to obtain the necessary qualification for refresher and cross-utilization training.

10.3.3. Training Resources. The STS identifies core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs.

10.4. Superintendent Level Training:

10.4.1. Specialty Qualification. Knowledge of multimedia production/documentation functions, base multimedia service center functions, combat camera squadron operations; maintenance, training management, functions, and policies, personnel management, and administrative techniques, Air Expeditionary Forces (AEF), wartime and contingency planning; and test development, administration, DOD and AF Visual Information/Multimedia policy and management is mandatory.

10.4.1.1. Education. Completion of the Senior NCO Academy is mandatory for award of the 9-skill level.

10.4.1.2. Training. Completion of duty position training.

10.4.1.3. Experience. Qualification as a 3V071, 3V072 or 3V073 is mandatory.

10.4.1.4. Other. Normal color vision is required as defined by AFI 48-123, *Medical Examination and Standards*. Eligibility for a Secret security clearance according to AFI 31-501, *Personnel Security Program Management*, is mandatory for retention of AFSC 3V090.

10.4.2. Training Sources and Resources. The STS identifies core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs.

10.4.3. Implementation. Entry into upgrade training is initiated when an individual possesses the 7-skill level and is an MSgt, MSgt select or SMSgt. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

11. Career Field Flowcharts: A chart depicting this specialty's career path is presented in Section B Para 8. The career path outlines when training is required for each skill level and function within the specialty.

Section D - Resource Constraints

12. Purpose. This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12.1. Constraints. The 3-skill level is joint-service training conducted by the Defense Information School (DINFOS). DINFOS training is governed by DoD Directive Number 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T). All proposed changes to 3-skill level tasks in the Specialty Training Standard (STS) must be submitted by the requesting service representative to the Training Task Selection Board (TTSB) for joint-service review. Should the suggested changes be approved, the implementation date of the changes will be determined by DINFOS. Those tasks that are not approved for joint training can be submitted to the TTSB as service-specific training. The 3V0XX Air Force Career Field Manager (AFCFM) must fund all resources required to initiate service specific training to include student man-years, instructor authorizations and equipment. Failing approval of the TTSB or resource availability, the item will be identified in the STS with a dual proficiency code “/-” to indicate the task is not being taught in the apprentice course. This dual code is defined in **Note 4**.

Section E - Transitional Training Guide

13. There is currently no transition training requirements. This area is reserved.

Part II

Section A - Specialty Training Standard

1. Implementation. This STS will be used for resident technical training provided by AETC and 7-level classes beginning 20060306 and graduating 20060315. Need dates for the revisions of the 5-level CDCs are as follows:

1.1. 12 April 06 for 3V051, 19 May 06 for 3V052, and 1 July 06 for the 3V053 course. Recommend March 2004 STS be maintained for CDC/STS proficiency code comparison until new CDCs are fielded.

2. Purpose. As prescribed in AFI 36-2201, Vol 5, this STS:

2.1. Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies Core Tasks, which are specialty-wide training requirements. Mandatory "core tasks" elements for each AFSC are identified using the following symbols: *, G, P, V, and W. All codes are defined in **Note 2**.

2.2. OJT Certification. Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. For initial certification or transcribing documentation complete the columns in accordance to [AFI 36-2201, Vol 3](#).

2.3. Formal Training. Shows formal training and correspondence course requirements. Column 4A shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provide by the AFSCs 3V0XX, Visual Information Career Field. Column 4B shows the knowledge level an individual should posses after taking the 5-level CDC. Column 4C shows the proficiency to be demonstrated on the job by the graduate as a result of training in Course E3ACP3V07X 00AA, Visual Information Craftsman. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

2.4. Qualitative Requirements. Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

2.5. Job Qualification Standard. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, *Individual Training Record*, and used according to [AFI 36-2201, Vol 3](#).

2.6. Weighted Airman Promotion System (WAPS). WAPS is a guide for development of promotion tests. Senior NCOs with extensive practical experience in their career field develops Specialty Knowledge Tests (SKT) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members to be most appropriate for promotion to higher grades. Questions are based on study references listed in WAPS Catalog. AFI 36-2605, paragraph 1.19, *AF Military Personnel Testing System*, lists individual testing responsibilities. WAPS is not applicable to the Air National Guard or Air Force Reserve.

3. Recommendations. Comments and recommendations are invited concerning the quality of AETC training. A Customer Service Information Line (CSIL) has been installed for the supervisors' convenience. For a quick response to concerns, call our CSIL at DSN 597-4566, fax us at DSN 597-3790, or e-mail us at 81trg-tget@keesler.af.mil. Reference this STS and identify the specific area of concern (paragraph, training standard element, etc).

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

WILLIAM T. HOBBS, Lt Gen, USAF
Acting Chief of Warfighting Integration and Chief Information
Officer DCS/Warfighting Integration

Attachment:
STS 3VXXX

PREFACE

NOTE 1: This is a combined STS for AFSCs 3V0X1, 3V0X2 and 3V0X3. Each AFSC must use the section identified for their AFSC by the following chart:

Item 1 through Item 9, all three AFSCs

Item 10 through Item 18 3V0X1

Item 19 through Item 27 3V0X2

Item 28 through Item 35 3V0X3

NOTE 2: Trainees will be required to perform those “core tasks” for their AFSC as identified in Column 2, Core/Wartime Tasks, of the STS. Mandatory “core tasks” elements for each AFSC are identified using the following chart:

* Requires training in all AFSCs

G Requires training for 3V0X1 trainees

P Requires training for 3V0X2 trainees

V Requires training for 3V0X3 trainees

W Mission unique requirements coded for contingency/wartime deployments

NOTE 3: Each trainee must demonstrate the ability to complete the tasks Go/No-Go principle for each core task identified for their AFSC prior to certification.

NOTE 4: Dual STS codes such as “b/-” indicate the “desired training level/current training level”. The desired training level is a proposal of change (e.g. “b”) for a skill level task in the STS. This proposal will be submitted by the requesting service representative to the TTSB for joint-service review.

NOTE 5: The Core Automated Maintenance System (CAMS)/Integrated Maintenance Data System (IMDS) pseudo file does require updating. Users can complete the updates to CAMS/IMDS by coordinating with their respective base database manager.

PROFICIENCY CODE KEY

LEVELS	SCALE VALUE	
TASK PERFORMANCE	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
	b	CAN DETERMINE STEP BY STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)
	* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (e.g., b and 1b).	
	** This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.	

Trainer / Certifier Identification

NAME OF TRAINEE		
PRINTED NAME (Last, First, MI)	Initials (Written)	SSAN
PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1. GENERAL										
1.1. Read CFETP Part I and Part II, Section C.	*									
1.2 OPERATIONAL RISK MANAGEMENT (ORM) TR: AFIs 90-901 , 91-301 , 91-302 ; AFOSH STDs 91-50 , 91-64	*									
1.2.1 Hazards of AFSC 3V0XX (all AFOSH Standards for AFSC)							A	A	B	
1.3. Environmental Responsibilities TR: AFPD 32-70	*						A	A	B	
1.4. C4I SECURITY TR: ACP 122; AFDIR 33-303 ; AFH 31-602 ; AFIs 10-1101 , 31-401 , 31-601 , 33-110 , 33-202 , 33-203 , 33-204 , 33-207 , 33-332 ; AFMAN 33-326 ; DODD 5200.1-R										
1.4.1. Operations Security (OPSEC)										
1.4.1.1. Definition	*						A	A	B	
1.4.1.2. Background							A	A	B	
1.4.1.3. Vulnerabilities	*						A	-	B	
1.4.2. Information Security										
1.4.2.1. Classification Process							A	-	B	
1.4.2.2. Marking							A	-	B	
1.4.2.3. Classified Information Safeguards	*						-	A	B	
1.4.3. Communications Security (COMSEC)										
1.4.3.1. Definition	*						A	A	B	
1.4.3.2. Vulnerabilities							A	A	B	
1.4.3.3. Safeguarding Classified Information							A	A	B	
1.4.3.4. COMSEC Equipment Security							A	A	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1.4.3.5. Identify/Report Insecurities	*						-	a	b	
1.4.4. Emission Security (EMSEC)										
1.4.4.1. Definition	*						-	A	B	
1.4.4.2. Vulnerabilities							-	A	B	
1.4.5. Physical Security										
1.4.5.1. Definition	*						A	A	B	
1.4.5.2. Secure Area Access Management							A	A	B	
1.4.5.3. Classified Material Control										
1.4.5.3.1. Storage							A	B	B	
1.4.5.3.2. Shipment							A	B	B	
1.4.5.3.3. Handling							A	B	B	
1.4.6. Information Assurance Program TR: AFI 33-204										
1.4.6.1. Information Awareness (IA)							A	B	B	
1.4.6.2. Threats and Vulnerabilities							A	A	B	
1.4.6.3. Identify/Report Insecurities							-	a	b	
1.5. TECHNICAL PUBLICATIONS TR: Commercial Manuals	*									
1.5.1. USE Manuals and Pamphlets To Obtain Operating Instructions For Equipment							1a	-	-	
1.5.2. USE Commercial Publications To Obtain Operating Instructions For Equipment							1a	-	-	
1.6. SUPERVISION TR: AFI 36-2201 v3 , AFP 36-2241 , AFI 33-117										
1.6.1. Orient New Personnel							-	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1.6.2. Assign Personnel To Work Crews							-	-	-	
1.6.3. Plan Work Assignments and Priorities							-	-	-	
1.6.4. Schedule Work Assignments							-	-	-	
1.6.5. Establishing Standards For Quality Control							-	A	A	
1.6.6. Evaluate Work Performance Of Subordinate Personnel							-	-	-	
1.6.7. Resolve Technical Problems For Subordinate Personnel							-	-	-	
1.6.8. Counsel Personnel and Resolve Individual Problems							-	-	-	
1.6.9. Initiate Action To Correct Substandard Performance By Personnel							-	-	-	
1.6.10. Reports and Charts										
1.6.10.1. Reports							-	-	-	
1.6.10.2. Functional Charts							-	-	-	
1.6.11. AF Equipment Management TR: AFI 23-111 , 23-110										
1.6.11.1. Special Requisitions							-	-	-	
1.6.11.2. Issue Slips							-	-	-	
1.6.11.3. Turn-In Slips							-	-	-	
1.6.11.4. Report of Survey TR: AFMAN 23-220							-	-	-	
1.6.12. Budget Analysis										
1.6.12.1. Reports							-	-	-	
1.6.12.2. Costs							-	-	-	
1.6.12.3. Financial Plan							-	-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1.6.12.4. Multimedia Equipment Plan TR: AFI 33-117							-	-	B	
1.7. TRAINING TR: AFI 36-2201 v3 ; AFP 36-2241										
1.7.1. Evaluate Personnel to Determine Need for Training							-	-	-	
1.7.2. Plan and Supervise OJT										
1.7.2.1. Prepare Job Qualification Standard							-	-	-	
1.7.2.2. Conduct Training							-	-	-	
1.7.2.3. Counsel Trainees on their Progress							-	-	-	
1.7.2.4. Monitor Effectiveness of Training										
1.7.2.4.1. Career Knowledge Upgrade							-	-	-	
1.7.2.4.2. Job Proficiency Upgrade							-	-	-	
1.7.2.4.3. Qualification							-	-	-	
1.8. MULTIMEDIA MANAGEMENT TR: DODI 5040.2 , DODI 5040.8 , AFI 33-117										
1.8.1. Determining/Recommending Multimedia Product Requirements	*						A	B	B	
1.8.2. PROCESS Work Order Requests (AF Form 833 , DD Form 1995)							2b	-	-	
1.8.3. Copyright and Reproduction Restrictions TR: AFI 33-117 , www.copyright.gov	*									
1.8.3.1. Image Editing							A	B	B	
1.8.3.2. Ethics TR: DODD 5040.5	*						A	B	B	
1.8.3.3. Methods							A	B	B	
1.8.3.4. Image Transmission							A	B	B	
1.8.3.5. Copyright	*						A	B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1.8.4. Disposition of Multimedia Products and Records TR: DOD 5040.6-M-1 , AFI 33-117	*						A	B	B	
1.8.5. Accessioning Multimedia Products and Records TR: DOD 5040.6-M-1 , AFI 33-117							-	A	B	
1.8.6. DAVIS System							-	A	B	
1.8.7. Marketing							-	A	B	
1.8.8. Feedback Tools							-	A	-	
1.8.9. Multimedia Information Management System (MIMS)							-	A	B	
1.8.10. Section. 508 Compliance www.section508.gov							-	-	-	
1.8.11. AFIS Multimedia Activity Registration TR: DODI 5040.8 and https://vifp.afis.osd.mil/							-	-	-	
1.9. COMBAT MOBILITY OPERATIONS TR: DODI 5040.2 , 5040.4 , 5122.5 ; AFI 33-117 ; AFI 10-401 , and AFD 37-1										
1.9.1. Execute Pre-deployment Phase										
1.9.1.1. Tasking							A	A	B	
1.9.1.2. Planning										
1.9.1.2.1. LOGDET (Equipment/ SUPPLY)							-	A	B	
1.9.1.2.2. Personnel							A	A	B	
1.9.2. Execute Deployment Phase										
1.9.2.1. LAN / Computers / Communications Connectivity							-	A	A	
1.9.2.2. Data Compression / Decompression							A	A	-	
1.9.2.3. Combat Documentation	*						A	-	B	
1.9.2.4. Captions TR: DOD 5040.6-M-1	*						-	B	-	
1.9.2.5. Weapon System Video (WSV) TR: AFI 33-132							-	-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
1.9.2.6. SETUP Deployable VTC							-	-	2b	
1.9.3. Post-Deployment Phase TR: AFI 33-101										
1.9.3.1. After Action Report (AF Form 209)							-	A	B	
1.9.3.2. PROCESS After Action Report							a	-	-	
1.9.3.3. Reconstitution							-	-	-	
1.9.4. Air and Space Expeditionary Force (AEF) Overview TR: AFDP 10-4 , AFI 10-401							-	A	A	
1.10. CONTRACT OPERATIONS TR: Office of Management and Budget Circular A-76, AFI 63-124 and AFI 38-203										
1.10.1. Outsourcing and Privatization (O&P)							-	-	A	
1.10.2. Most Efficient Organization (MEO)							-	-	A	
1.10.3. Performance Work Statement (PWS)							-	-	A	
1.10.4. Quality Assurance Surveillance Plan (QASP)							-	-	A	
1.11. ALERT DOCUMENTATION TR: AFI 33-117										
1.11.1. Aircraft / ground Mishaps	*						-	A	-	
1.11.2. Legal / Criminal Investigation/ Medical	*						-	A	-	
1.11.3. Critical Incident Stress Management (CISM) TR: AFI 44-153							-	-	-	
2. FUNDAMENTALS OF GRAPHIC DESIGN	G									
2.1. PLAN (conceptualize/brainstorm, audience analysis, communicator goal analysis, organizational public image analysis, etc.)							2b	b	-	
2.1.1. CREATE							2b	-	-	
2.1.1.1. USE Elements							2b	b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.1.1.2. USE Principles							2b	b	-	
2.1.2. Lettering										
2.1.2.1. Lettering Fundamentals							-	B	-	
2.1.2.2. CREATE Lettering							2b	-	-	
2.1.2.3. Typography							-	B	-	
2.1.3. USE Color Theory							2b	-	-	
2.1.3.1. Color Theory							-	B	-	
2.1.3.2. USE Color Media							2b	-	-	
2.1.4. Color Media							-	B	-	
2.2. FUNDAMENTALS OF DRAWING	G									
2.2.1. USE Proportion							2b	b	-	
2.2.2. USE Form							2b	b	-	
2.2.3. USE Contour							2b	b	-	
2.2.4. USE Shading and Shadow							2b	b	-	
2.2.5. USE Line Techniques							-	b	-	
2.2.6. USE Perspective							2b	b	-	
2.2.7. Basic Drawing Tools and Equipment							-	B	-	
2.3. MULTIMEDIA IMAGING SYSTEM TR: Manufacturer's Manual										
2.3.1. Personal Computer TR: Software Tutorials; Manufacture Manuals										
2.3.1.1. Theory of Electronic Imaging							B	-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.1.2. Characteristics of Electronic Charged Coupled Devices (CCD) and Complimentary Metal Oxide Semiconductors (CMOS)							A	-	-	
2.3.2. Hardware	G									
2.3.2.1. CPU (Workstation)	G						B	B	-	
2.3.2.2. Memory							-	B	-	
2.3.2.3. Monitor							-	B	-	
2.3.2.4. USE Keyboard and Mouse	G						2b	-	-	
2.3.2.5. Keyboard and Mouse	G						-	B	-	
2.3.2.6. USE Stylus Input Device (Digitizing Tablet)							2b	-	-	
2.3.2.7. Stylus Input Device (Digitizing Tablet)							-	B	-	
2.3.2.8. USE Flatbed Scanner	G						2b	-	-	
2.3.2.9. Flatbed Scanner	G						-	B	-	
2.3.2.10. USE Film Scanner							2b	-	-	
2.3.2.11. Film Scanner							-	B	-	
2.3.2.12. Drum Scanner							-	B	-	
2.3.2.13. Digital Camera							-	B	-	
2.3.2.14. USE Video Capture Device							2b	-	-	
2.3.2.15. Video Capture Device							-	B	-	
2.3.2.16. USE Audio Capture Device							2b	-	-	
2.3.2.17. Audio Capture Device							-	B	-	
2.3.2.18. USE Laser Printer	G						2b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.2.19. Laser Printer	G						-	B	-	
2.3.2.20. USE Color Printers	G						2b	-	-	
2.3.2.21. Inkjet Printers							-	B	-	
2.3.2.22. Dye Sublimation Printer-							-	B	-	
2.3.2.23. Film Recorder							-	B	-	
2.3.2.24. Large Format (Poster) Printer							-	B	-	
2.3.2.25. USE Color Laser Copier/ Printer							-	-	-	
2.3.2.26. Color Laser Copier/Printer							-	A	-	
2.3.2.27. Peripheral Ports (Parallel, Serial, USB, FIREWIRE etc.)							-	A	-	
2.3.2.28. USE Storage Media (Magnetic / Optical)	G						2b	-	-	
2.3.2.29. Storage Media (Magnetic / Optical)	G						-	B	-	
2.3.3. Color Management TR : Real World Color Management, ISBN 0201773406										
2.3.3.1. Calibrate / Configure Monitor							1a	-	-	
2.3.3.2. Calibration / Configuration of Monitor							-	B	-	
2.3.3.3. Calibrate / Configure Input Device							1a	-	-	
2.3.3.4. Calibration / Configuration of Input Device							-	B	-	
2.3.3.5. Calibrate / Configure Output Device							1a	-	-	
2.3.3.6. Calibration / Configuration of Output Device							-	B	-	
2.3.4. Print Management										
2.3.4.1. Terms (Queue, Spooling)							-	A	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.4.2. Network Printing							-	B	-	
2.3.4.3. Set Up							-	B	-	
2.3.4.4. Share / Add / Connect							-	B	-	
2.3.5. Application Software										
2.3.5.1. Database							-	A	-	
2.3.5.2. Spreadsheet							-	A	-	
2.3.5.3. Word-processing							-	A	-	
2.3.5.4. Vector-based Graphic Design Software (i.e. Adobe Illustrator) TR: SEE COMMERCIAL MANUALS										
2.3.5.4.1. Define Basic Terms About Vector-Based Graphic Design							A	B	B	
2.3.5.4.2. CREATE Vector Based Design							2b	-	-	
2.3.5.5. USE Raster-based Image Editing Software (i.e. Adobe Photoshop) TR: See Commercial Manual										
2.3.5.5.1. Define Basic Terms About Raster Based Image Editing							A	B	B	
2.3.5.5.2. CREATE Raster Based Design							2b	-	-	
2.3.5.6. Desktop Publishing Software (i.e. Adobe InDesign) TR: See Commercial Manual										
2.3.5.6.1. Define Basic Terms About Desktop Publishing							A	B	-	
2.3.5.6.2. USE Desktop Publishing Software							2b	-	-	
2.3.5.7. Using Electronic Presentation Software (i.e. Microsoft PowerPoint) TR: See Commercial Manual										
2.3.5.7.1. Define Basic Terms About Electronic Presentations							-	B	-	
2.3.5.7.2. CREATE Presentations							b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.5.8. Audio and Video Editing Software (i.e. Adobe Audition and Premiere) TR: See Commercial Manual										
2.3.5.8.1. Define Basic terms About Audio and Video Editing							-	B	-	
2.3.5.9. Web Page Design Software (i.e. Dreamweaver , FrontPage) TR: See Commercial Manual										
2.3.5.9.1. Define Basic Terms About Web Page Design							-	A	B	
2.3.5.9.2. Policy Familiarization (Section 508) www.section508.gov							-	A	B	
2.3.5.9.3. USE Worldwide Web (www)							1a	-	B	
2.3.5.10. Multimedia Animation / Authoring Software (i.e. Macromedia Director / Flash) REF. See Commercial Manual										
2.3.5.10.1. Define Basic Terms About Animation/Authoring							-	B	A	
2.3.5.10.2. CREATE Two Dimensional Animation							2b	-	-	
2.3.5.10.3. CREATE Three Dimensional Animation							-	-	-	
2.3.6. Operating System	G									
2.3.6.1. USE Operating System Devices							2b	-	-	
2.3.6.2. USE Methods							2b	-	-	
2.3.6.3. Swap File and Scratch Disk							-	A	-	
2.3.6.4. Directory Names/Structure							-	A	-	
2.3.6.5. USE File Format							2b	-	-	
2.3.6.6. Files Names/Structure							-	A	B	
2.3.6.7. Photo File Formats (Lossy versus Lossless)							-	B	-	
2.3.6.8. Video File Formats							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.3.6.9. Video Capture Formats							-	B	-	
2.3.6.10. Local Area Network							A	B	B	
2.3.6.11. USE Data Compression/ Decompression							2b	-	-	
2.3.6.12. USE Data Transfer							2b	-	-	
2.4. PRESENTATIONS SUPPORT TR: AFI 33-117 ; Applicable Manufacturer's Manuals										
2.4.1. Scheduling Presentation Facilities							-	A	A	
2.4.2. Assigning Personnel to Assist in Presentations							-	A	-	
2.4.3. Preparing Presentation Facilities										
2.4.3.1. Furniture Position							-	B	B	
2.4.3.2. Lighting Control							-	B	B	
2.4.3.3. Ventilation and Temperature Control							-	B	B	
2.4.4. Audio Systems										
2.4.4.1. Acoustics							-	B	-	
2.4.4.2. Microphone Types and Characteristics							-	B	-	
2.4.4.3. Amplifiers / Mixers							-	B	-	
2.4.4.4. Loudspeakers							-	B	-	
2.4.5. Multimedia Equipment										
2.4.5.1. Equipment Operations							-	A	B	
2.4.5.2. Audio / VideoRecording Devices							-	B	-	
2.4.5.3. Screens							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.4.5.4. Video Projector							-	B	-	
2.4.5.5. Video Switcher							-	B	-	
2.4.5.6. Computer Inputs							-	A	-	
2.4.5.7. Video Camera							-	B	-	
2.4.5.8. Video Cassette Players / Recorders							-	B	-	
2.4.5.9. USE Monitors / TVs (CRT, LCD, PLASMA)							b	-	-	
2.4.5.10. Monitors / TVs (CRT, LCD, PLASMA)							-	B	-	
2.4.5.11. USE Video Editors/Duplicators							b	-	-	
2.5. VIDEO TELECONFERENCING	W									
2.5.1. Types of Systems										
2.5.1.1. Fixed							-	B	-	
2.5.1.2. Desktops							-	B	-	
2.5.1.3. Portable							-	B	-	
2.5.1.4. Deployable VTC							-	B	-	
2.5.2. Components										
2.5.2.1. Computer Integration							-	B	-	
2.5.2.2. IMUX							-	B	-	
2.5.2.3. CODEC							-	B	-	
2.5.2.4. Projection Integration							-	B	-	
2.5.2.5. Cameras							-	B	-	
2.5.2.6. Copy Boards							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.5.2.7. Room Controller							-	B	-	
2.5.2.8. Audio Systems							-	B	-	
2.5.3. Types of Transmission										
2.5.3.1. ISDN							-	B	-	
2.5.3.2. Network Interface							-	B	-	
2.5.3.3. Dedicated Lines							-	B	-	
2.5.4. Scheduling										
2.5.4.1. Point to Point							-	B	-	
2.5.4.2. Multipoint							-	B	-	
2.5.5. Security										
2.5.5.1. Room Accreditation							-	B	-	
2.5.5.2. Operating Site Requirements IN A SECURE ENVIRONMENT										
2.5.5.2.1. Scheduling Calls							-	B	-	
2.5.5.2.2. Placing Calls										
2.5.5.2.2.1. Crypto Key Procedures / Keying							-	A	-	
2.5.5.2.2.2. Encryption Devices							-	B	-	
2.6. COMMANDER'S ACCESS CHANNEL/DEDICATED CHANNEL CABLE TELEVISION (CATV) TR: AFI 33-117 and AFI 64-101							-	B	-	
2.7. WEAPONS SYSTEM VIDEO TR: AFI 33-132	W									
2.7.1. Air Tasking Order (ATO) process							-	B	B	
2.7.2. CONFIGURE Tape Deck and Non-Linear Editing Computers							-	-	2b	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.7.3. Tape Deck and Non-Linear Editing Computers							-	B	-	
2.7.4. CONFIGURE Video Editing Software							-	-	2b	
2.7.5. Video Editing Software							-	B	-	
2.7.6. PREPARE Title Slides for Classification, Mission, and Target Information Software							-	-	2b	
2.7.7. Title Slides for Classification, Mission, and Target Information							-	B	-	
2.7.8. CAPTURE and EDIT Video Clip From Analog Or Digital Source Software							-	-	2b	
2.7.9. Video Clip from Analog or Digital Source							-	B	-	
2.7.10. USE Batch Process to Capture Clips Using In- and Out-Points Software							-	-	2b	
2.7.11. Batch Process Clips							-	B	-	
2.7.12. MASK Selected Parts of Video Image Software							-	-	2b	
2.7.13. Masking							-	B	-	
2.7.14. ENCODE Video and Audio Timelines to Various Formats, Including MPEG and WMV Software							-	-	2b	
2.7.15. Encoding							-	B	-	
2.7.2.7. TRANSMIT Clips Using File Transfer Software, E-Mail, Optical Or Magnetic Media, or Shared File Folder Software							-	-	2b	
2.7.17. File Transfer							-	B	-	
2.7.18. ARCHIVE Imagery to Various Media for Local Use and for Transmission to DVIC Software							-	-	2b	
2.7.19. Archiving							-	B	-	
2.8. MAINTAIN MULTIMEDIA PRODUCTS TR: DODI 5040.2 , DOD 5040.6-M-1 , AFI 33-117 ; Manufacturer Manual										
2.8.1. Characteristics	G									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
2.8.1.1. Digital Media (CD ROM/DVD)							A	B	-	
2.8.1.2. Computer Generated Printer Products							A	B	-	
2.8.1.3. Artwork File							A	B	-	
2.9. MAINTAIN MULTIMEDIA EQUIPMENT TR: Manufacturer Manual	G									
2.9.1. PERFORM Inspection and Operational Check							2a/-	-	-	
2.9.2. Inspection and Operational Check							-	A	-	
2.9.3. PERFORM Operator Level Troubleshooting and Maintenance							b	-	-	
2.9.4. Operator Level Troubleshooting and Maintenance							-	A	-	
3. PHOTOGRAPHY TR: Photography (ISBN 0321011082)										
3.1. Theory of Digital Photography							B	B	B	
3.2. Characteristics of Electronic Charged Coupled Devices (CCD) and Complimentary Metal Oxide Semiconductor s (CMOS)							A	A	-	
3.3. Hardware	P									
3.3.1. Principles										
3.3.1.1. Work Stations							A	B	-	
3.3.1.2. Storage Systems							A	B	-	
3.3.1.3. Input Devices										
3.3.1.3.1. Flatbed Scanner							A	B	-	
3.3.1.3.2. Film Scanner							A	B	-	
3.3.1.3.3. Digital cameras							A	B	-	
3.3.1.4. Printers										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.3.1.4.1. Ink jet							A	B	-	
3.3.1.4.2. Dye Sublimation							A	B	-	
3.3.1.4.3. Color Laser							A	B	-	
3.3.1.4.4. Piazto							-	B	-	
3.3.1.4.5. Media Types							-	B	-	
3.3.2. USE Hardware	P									
3.3.2.1. Work Stations							2b	-	-	
3.3.2.2. Storage Devices							2b	-	-	
3.3.2.3. Input Devices										
3.3.2.3.1. Flatbed Scanner							2b	-	-	
3.3.2.3.2. Film Scanner							2b	-	-	
3.3.2.3.3. Digital Cameras							2b	-	-	
3.3.2.4. Output Devices										
3.3.2.4.1. Ink jet							2b	-	-	
3.3.2.4.2. Dye Sublimation							2b	-	-	
3.3.2.4.3. Color Laser							2b	-	-	
3.3.2.4.4. Piazto							2b	-	-	
3.4. Software										
3.4.1. USE Software										
3.4.1.1. Operating System	P						2a	b	-	
3.4.1.2. Desktop Publishing							2a	b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.4.1.3. Image Editing TR: AFI 33-117 , DODD 5040.5										
3.4.1.3.1. Ethics on Image Editing	P						A	B	B	
3.4.1.3.2. Methods							2a	b	-	
3.4.1.3.3. Multimedia Software							2a	-	-	
3.4.1.3.4. Data Compression and Decompression	P						2a	b	-	
3.5. Data Transfer										
3.5.1. Principles										
3.5.1.1. SCSI							-	B	-	
3.5.1.2. IEEE1394 - Firewire							-	B	-	
3.5.1.3. USB							-	B	-	
3.5.1.4. Wireless							-	B	-	
3.6. File Format										
3.6.1. Principles										
3.6.1.1. Vector (ie. AI or EPS)							-	B	B	
3.6.1.2. Raster (ie. JPG, BMP or PSD)							-	B	B	
3.6.2. USE File Formats										
3.6.2.1. Vector							2b	-	-	
3.6.2.2. Raster							2b	-	-	
3.7. System Management										
3.7.1. File Management							-	-	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.7.2. USE Color Management TR: Real World Color Mgt, ISBN 020177340	P									
3.7.2.1. File Manager							2b	b	-	
3.7.2.2. Configure/Calibrate	P									
3.7.2.2.1. Monitor							1a	b	-	
3.7.2.2.2. Printer / Output Devices							1a	b	-	
3.7.2.2.3. Software							1a	b	-	
3.8. LIGHT SOURCES TR: Light & Lighting: The Definitive Guide For Serious Digital Photographers (Digital Photography Expert Series), ISBN 1579905269										
3.8.1. Theory of Light							A	B	-	
3.8.2. Types of Light Sources										
3.8.2.1. Fluorescent	P						A	B	-	
3.8.2.2. Incandescent	P						A	B	-	
3.8.2.3. Quartz Halogen	P						A	B	-	
3.8.2.4. Electronic Flash	P						A	B	-	
3.8.2.5. Infrared							A	B	-	
3.8.2.6. Ultraviolet (UV)							A	B	-	
3.8.2.7. Daylight	P						A	B	-	
3.8.2.8. Mercury Vapor							-	B	-	
3.9. PHOTOGRAPHIC EXPOSURE TR: Understanding Exposure_(ISBN: 0817463003)										
3.9.1. Flash Guide Numbers							A	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.9.2. DETERMINE Exposure										
3.9.2.1. Gray Card							2b	b	-	
3.9.2.2. White Balance							2b	b	-	
3.9.2.3. Light Meters	P						2b	b	-	
3.9.2.4. Flash Meters							2b	b	-	
3.9.2.5. Syncro-Sun							2b	b	-	
2 3.9.2.6. Scene Brightness Range							2b	b	-	
3.10. PHOTOGRAPHIC OPTICS TR: Applied Photographic Optics, 3 rd Ed. (ISBN 0240515404)										
3.10.1. Principles Photographic Optics							A	B	-	
3.10.2. USE Photographic Lenses										
3.10.2.1. Normal Lens	P						2b	b	-	
3.10.2.2. Wide-Angle Lens	P						2b	b	-	
3.10.2.3. Telephoto Lens	P						2b	b	-	
3.10.2.4. Zoom							2b	b	-	
3.10.2.5. Night Vision							2b	b	-	
3.10.2.6. Image Size	P						2b	b	-	
3.10.2.7. Dept of Field	P						2b	b	-	
3.11. PHOTOGRAPHIC FILTERS TR: Complete Guide to Filters for Digital Photography (ISBN 1579904475)										
3.11.1. Effects and Limitations							A	B	-	
3.11.2. Principles										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.11.2.1. Polarizing							-	B	-	
3.11.2.2. Haze/UV							-	B	-	
3.11.2.3. Neutral Density							-	B	-	
3.11.2.4. Correction							-	B	-	
3.11.2.5. Contrast							-	B	-	
3.11.3. USE Photographic Filters										
3.11.3.1. Polarizing							2b	-	-	
3.11.3.2. Haze/UV							2b	-	-	
3.11.3.3. Neutral Density							2b	-	-	
3.11.2.4. Correction							2b	-	-	
3.11.2.5. Contrast							2b	-	-	
3.12. COMPOSITION TR: Photographic Composition (ISBN 0817454276)										
3.12.1. Principles										
3.12.1.1. Rule of Thirds							-	B	-	
3.12.1.2. Framing							-	B	-	
3.12.1.3. Balance							-	B	-	
3.12.1.4. Perspective							-	B	-	
3.12.1.5. Diminution							-	B	-	
3.12.1.6. Foreshortening							-	B	-	
3.12.2. USE Composition										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.12.2.1. Rule of Thirds	P						2b	-	-	
3.12.2.2. Framing	P						2b	-	-	
3.12.2.3. Balance	P						2b	-	-	
3.12.2.4. Perspective	P						2b	-	-	
3.12.2.5. Diminution							-	-	-	
3.12.2.6. Foreshortening							-	-	-	
3.13. STUDIO PHOTOGRAPHY TR: Posing and Lighting Techniques for Studio Portrait Photography (ISBN: 158428031X), AFI 36-2632										
3.13.1. Principles										
3.13.1.1. Psychology							A	B	-	
3.13.1.2. Techniques							A	B	-	
3.13.1.3. Formal							A	B	-	
3.13.1.4. Informal							A	B	-	
3.13.1.5. POSE Subject										
3.13.1.5.1. Group							2b	b	-	
3.13.1.5.2. Full Length	P						2b	b	-	
3.13.1.5.3. Portrait	P						2b	b	-	
3.13.1.6. Medical							-	b	-	
3.13.1.7. Accomplish Passport and Identification Photographs	P						2b	b	-	
3.13.2. Lighting TR: Studio Lighting: A Primer for Photographers (ISBN 1584281359)										
3.13.2.1. Principles							A	-	-	

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		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.13.2.2. USE Studio Lights										
3.13.2.2.1. Broad							2b	b	-	
3.13.2.2.2. Short							2b	b	-	
3.13.2.2.3. Butterfly							2b	b	-	
3.13.2.2.4. Rembrandt							2b	b	-	
3.13.2.2.5. Flat							2b	b	-	
3.14. PHOTOGRAPHIC ASSIGNMENT TR: AFIs 11-202 v3 , 11-401 , 33-117 , DODD 5040.4	P									
3.14.1. Mission Planning										
3.14.1.1. COORDINATE with Customer							2b	b	2b	
3.14.1.2. RESEARCH Mission Requirements							2b	b	2b	
3.14.1.3. CONDUCT Image Clearance Procedures							2b	b	-	
3.14.1.4. DETERMINE Equipment Requirements							2b	b	-	
3.14.2. Combat Documentation										
3.14.2.1. Combat Documentation Principles	P						A	B	-	
3.14.2.2. Assignments TR: 5040.6-M-1	P						-	B	-	
3.14.2.3. AERIAL DOCUMENTATION PRINCIPLES TR: AFI 11-400 Series, AFI 33-117							-	B	-	
3.14.2.4. Documentation Technique TR: DODI 5040.2 ; Associated Press Stylebook and Libel Manual: Including Guidelines on Photo Captions (ISBN: 0201627043)										
3.14.2.4.1. Story Ideas							A	B	B	
3.14.2.4.2. WRITE captions/cut lines/ assign VIRIN	P						2b	b	2b	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.14.2.4.3. Attainment of Cover Story Information							-	-	B	
3.14.2.4.4. GATHER Cover Story Information							2b	b	-	
3.14.2.4.5. Transmitting Principles	P						A	B	B	
3.14.2.4.6. Accessioning TR: DODI 5040.2 , DOD 5040.6-M-1 , AFI 33-117										
3.14.2.4.6.1. Principles	P						A	B	B	
3.14.2.4.6.2. PERFORM Accessioning	P						2b	-	-	
3.14.3. Shooting Principles										
3.14.3.1. Field Operations	P						-	B	-	
3.14.3.2. Sports / Action	P						-	B	-	
3.14.3.3. Groups							-	B	-	
3.14.3.4. Instructional System Development							-	B	-	
3.14.3.5. Research and Development							-	B	-	
3.14.3.6. Short Suspense Assignments							-	B	-	
3.14.3.7. Editorial							-	B	-	
3.14.3.8. Picture Story							-	B	-	
3.14.3.9. Personality Feature							-	B	-	
3.14.3.10. Awards and Presentations							-	B	-	
3.14.3.11. Material Deficiency Reports (MDR)	P						-	B	-	
3.14.3.12. Architecture							-	B	-	
3.14.3.13. Still life							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.14.3.14. Alert Photography										
3.14.3.14.1. Principles							A	-	-	
3.14.3.14.2. Critical Incident Stress Management Assessment							-	B	B	
3.14.4. APPLY Shooting Principles										
3.14.4.1. Field Operations	P						2b	-	-	
3.14.4.2. Sports / Action							2b	-	-	
3.14.4.3. Groups							2b	-	-	
3.14.4.4. Instructional System Development							2b	-	-	
3.14.4.5. Research and Development							2b	-	-	
3.14.4.6. Short Suspense Assignments							2b	-	-	
3.14.4.7. Editorial							2b	-	-	
3.14.4.8. Picture Story							2b	-	-	
3.14.4.9. Personality Feature							2b	-	-	
3.14.4.10. Awards and Presentations							2b	-	-	
3.14.4.11. Material Deficiency Reports (MDR)							2b	-	-	
3.14.4.12. Architecture							-	-	-	
3.14.4.13. Still life							-	-	-	
3.14.4.14. PERFORM Alert Photography										
3.14.4.14.1. Forensics							-	b	-	
3.14.4.14.2. Aircraft / Ground Mishaps							2b	-	-	
3.14.4.14.3. Legal / Criminal Investigation							2b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
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		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
3.14.4.14.4. Medical Photography							2b	-	-	
3.14.4.14.5. Fire Investigation							-	b	-	
3.15. PERFORM OPERATOR MAINTENANCE TR: Manufacturers Manuals	P									
3.15.1. Cameras							2b	b	-	
3.15.2. Lenses							2b	b	-	
3.15.3. Lighting Equipment							2b	b	-	
3.15.4. Digital Imaging Systems							2b	b	-	
4. VIDEO FUNDAMENTALS										
4.1 Job Related Principles of Optics TR: Commercial references	V									
4.1.1. Light							B	B	-	
4.1.2. Filters							B	B	-	
4.1.3. Lenses							B	B	-	
4.2. Video Recording Materials TR: Commercial references										
4.2.1. Physical Properties							B	B	-	
4.2.2. Type of Video Recording Materials	V						B	B	-	
4.2.3. Cataloging, Storing, and Filing Materials	V						A	B	B	
4.3. Video Principles and Applications							B	B	-	
4.4. Fundamental Visual Concepts										
4.4.1. Visual Communication Responsibilities							B	B	B	
4.4.2. Nature of Vision/Illusion of Motion							A	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.5. Video Acquisition Fundamentals										
4.5.1. Camera Placement										
4.5.1.1. Fundamentals							-	B	-	
4.5.1.2. EXECUTE Cameral Placement							2b	-	-	
4.5.2. Lens Focal Length										
4.5.2.1. Principles							-	B	-	
4.5.2.2. DETERMINE and SET Lens Focal Length							2b	-	-	
4.5.3. Point of View										
4.5.3.1. Principles							-	B	-	
4.5.3.2. ESTABLISH Point Of View							2b	-	-	
4.5.4. Optical filters							A	A	-	
4.6. Slate to Identify Coverage	V									
4.6.1. Principles							-	B	-	
4.6.2. USE Identify Coverage							2b	-	-	
4.7. Night Vision Device	V									
4.7.1. Fundamentals							-	B	-	
4.7.2. OPERATE Device							2b	-	-	
4.8. Rules of Camera and Subject Movement	V									
4.8.1. Fundamentals							-	B	-	
4.8.2. EXECUTE							2b	-	-	
4.9. Fundamental Principles	V									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.9.1. Focusing										
4.9.1.1. Concepts							-	B	-	
4.9.1.2. APPLY Principles							2b	-	-	
4.9.2. Framing										
4.9.2.1. Concepts							-	B	-	
4.9.2.2. USE Framing							2b	-	-	
4.9.3. Composition										
4.9.3.1. Concepts							-	B	-	
4.9.3.2. USE Composition							2b	-	-	
4.9.4. Exposure										
4.9.4.1. Principles							-	B	-	
4.9.4.2. DETERMINE and SET Light Exposure							2b	-	-	
4.9.5. White Balance										
4.9.5.1. Concepts							-	B	-	
4.9.5.2. DETERMINE and SET White Balance							2b	-	-	
4.9.6. Visual Continuity and Storytelling	V									
4.9.6.1. Editing In Camera (as practical)							B	B	-	
4.9.6.2. LS-MS-CU Progression										
4.9.6.2.1. Principles							-	B	B	
4.9.6.2.2. USE LS-MS-CU Progression							2b	-	-	
4.9.6.3. Reverse Shot Progression										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.9.6.3.1. Principle							-	B	-	
4.9.6.3.2. USE Reverse Shot Progression							2b	-	-	
4.9.6.4. Compound Camera Movement										
4.9.6.4.1. Principle							-	B	-	
4.9.6.4.2. USE Compound Camera Movement							2b	-	-	
4.9.6.5. Clean Entrance / Exit										
4.9.6.5.1. Concept							-	B	-	
4.9.6.5.2. USE Clean Entrance/Exit							2b	-	-	
4.9.6.6. Complete Story										
4.9.6.6.1. Concept							-	B	B	
4.9.6.6.2. DEVELOP Story							2b	-	-	
4.9.7. Visual Elements	V									
4.9.7.1. Screen Direction										
4.9.7.1.1. Concept							-	B	-	
4.9.7.1.2. CONTROL Screen Direction							2b	-	-	
4.9.7.2. Continuity										
4.9.7.2.1. Principle							-	B	B	
4.9.7.2.2. CONTROL Continuity							2b	-	-	
4.9.7.3. Depth of field										
4.9.7.3.1. Concept							-	B	-	
4.9.7.3.2. CONTROL Depth of field							2b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.9.7.4. Perspective										
4.9.7.4.1. Concept							-	B	-	
4.9.7.4.2. CONTROL Perspective							2b	-	-	
4.9.8. Record Protection Footage										
4.9.8.1. Overlapping Action										
4.9.8.1.1. Concept							-	B	-	
4.9.8.1.2. USE Overlapping Action							2b	-	-	
4.9.8.2. Cut-ins										
4.9.8.2.1. Concept							-	B	-	
4.9.8.2.2. USE Cut-ins							2b	-	-	
4.9.8.3. Cutaways										
4.9.8.3.1. Concept							-	B	-	
4.9.8.3.2. USE Cutaways							2b	-	-	
4.9.8.4. Transitions										
4.9.8.4.1. Concept							-	B	-	
4.9.8.4.2. USE Transitions							2b	-	-	
4.9.8.5. Establishing Shots										
4.9.8.5.1. Concept							-	B	-	
4.9.8.5.2. USE Establishing Shots							2b	-	-	
4.9.8.6. Reestablishing Shots										
4.9.8.6.1. Concept							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.9.8.6.2. USE Reestablishing Shots							2b	-	-	
4.10. Interviews	V									
4.10.1. Technique							-	B	-	
4.10.2. Questions										
4.10.2.1. Fundamentals							-	B	B	
4.10.2.2. DEVELOP Questions							2b	-	-	
4.10.3. Proper Framing and Background Selection										
4.10.3.1. Fundamentals							-	B	-	
4.10.3.2. PREPARE and CAPTURE Selection							2b	-	-	
4.10.4. CONDUCT and RECORD Selection							2b	-	-	
4.11. Handheld Cameras	V									
4.11.1. Techniques							-	B	-	
4.11.2. USE Handheld Cameras							2b	-	-	
4.12. Aggressive Methods To Anticipate / Record Action	V									
4.12.1. Fundamentals							-	B	-	
4.12.2. USE Methods							2b	-	-	
4.13. Standard Camera Shutter Speed Deviation							-	B	-	
4.14. Background Material (Sources: PA, Historian)	V									
4.14.1. Fundamentals							-	B	B	
4.14.2. COLLECT Sources							2b	-	-	
4.15. Full Coverage of Story	V									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.15.1. Requirements							-	B	B	
4.15.2. REVIEW Footage For Requirements							2b	-	-	
4.16. Cover Stories	V									
4.16.1. Requirements							-	B	-	
4.16.2. DEVELOP and WRITE a Cover Story							2b	-	2b	
4.17. Accurate Captions	V									
4.17.1. Requirements							-	B	-	
4.17.2. WRITE Accurate Captions							2b	-	2b	
4.18. Shipping	V									
4.18.1. Requirements							-	B	-	
4.18.2. PREPARE Shipping							2b	-	-	
4.19. Sound Recording										
4.19.1. Principles / Concepts	V						B	B	-	
4.19.2. Impedance Matching							B	B	-	
4.19.3. Audio Troubleshooting	V						B	B	-	
4.19.4. Microphones	V									
4.19.4.1. Operation Principles							B	B	-	
4.19.4.2. Determine Proper Placement										
4.19.4.2.1. Fundamentals							-	B	-	
4.19.4.2.2. DETERMINE and DEMONSTRATE Proper Placement							2b	-	-	
4.19.4.3. Background Noise										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.19.4.3.1. Principles							-	B	-	
4.19.4.3.2. CONTROL / MINIMIZE							2b	-	-	
4.20. Electrical Principles										
4.20.1. Circuit Wattage										
4.20.1.1. Principles							-	B	-	
4.20.1.2. DETERMINE Total Wattage							2b	-	-	
4.20.2. Circuit Amperage										
4.20.2.1. Principles							-	B	-	
4.20.2.2. DETERMINE Total Amperage							2b	-	-	
4.20.3. Rating of Circuit Breakers, Fuses, and Extension Cords										
4.20.3.1. Fundamentals							-	B	-	
4.20.3.2. DETERMINE / SELECT							2b	-	-	
4.21. Lighting Requirements										
4.21.1. Lighting Fundamentals							B	B	B	
4.21.2. Controlled Illumination										
4.21.2.1. Principles							-	B	-	
4.21.2.2. USE Controlled Illumination							2b	-	-	
4.21.3. Reflectors / Umbrellas										
4.21.3.1. Fundamentals							-	B	-	
4.21.3.2. USE to Supplement Lighting							2b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.22. OPERATIONAL PREVENTIVE MAINTENANCE TR: Commercial References										
4.22.1. Equipment maintenance	V									
4.22.1.1. Camera										
4.22.1.1.1. Fundamentals							-	B	-	
4.22.1.1.2. PERFORM Operator Maintenance							1a	-	-	
4.22.1.2. Recorders										
4.22.1.2.1. Fundamentals							-	B	-	
4.22.1.2.2. PERFORM Operator Maintenance							1a	-	-	
4.22.1.3. Related Accessories										
4.22.1.3.1. Fundamentals							-	B	-	
4.22.1.3.2. PERFORM Operator Maintenance							1a	-	-	
4.22.2. Damage Prevention Methods in Handling Multimedia / VI Equipment	V									
4.22.2.1. Principles							-	B	-	
4.22.2.2. EMPLOY Preventive Methods							2b	-	-	
4.22.3. VI Equipment Storage	V									
4.22.3.1. Principles							-	B	-	
4.22.3.2. STORE VI Equipment							1b	-	-	
4.22.4. Evaluate and Degauss Media							-	B	-	
4.23. VIDEO DOCUMENTATION TR: Commercial references	V									
4.23.1. Mission Requirements										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.23.1.1. Distinguish							-	B	B	
4.23.1.2. DEFINE Mission Requirements							2b	-	-	
4.23.2. Research										
4.23.2.1. Principles							-	B	B	
4.23.2.2. CONDUCT Research							2b	-	-	
4.23.3. Coordination										
4.23.3.1. Fundamentals							-	B	B	
4.23.3.2. COORDINATE Mission Requirements							2b	-	-	
4.23.4. Site Survey										
4.23.4.1. Fundamentals							-	B	B	
4.23.4.2. CONDUCT Mission Requirements							2b	-	-	
4.23.5. Shooting Outline										
4.23.5.1. Fundamentals							-	B	-	
4.23.5.2. WRITE / FOLLOW Mission Requirements							1b	-	-	
4.23.6. Equipment										
4.23.6.1. Camera										
4.23.6.1.1. Considerations							-	B	-	
4.23.6.1.2. SELECT / PREPARE Camera							2b	-	-	
4.23.6.2. Tripod										
4.23.6.2.1. Considerations							-	B	-	
4.23.6.2.2. SELECT / PREPARE Tripod							2b	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.23.6.3. Lighting Equipment										
4.23.6.3.1. Considerations							-	B	-	
4.23.6.3.2. SELECT / PREPARE Lighting Equipment							2b	-	-	
4.23.6.4. Microphones										
4.23.6.4.1. Considerations							-	B	-	
4.23.6.4.2. SELECT / PREPARE Microphones							2b	-	-	
4.23.6.5. Accessories/Supplies										
4.23.6.5.1. Considerations							-	B	-	
4.23.6.5.2. SELECT / PREPARE Accessories/Supplies							2b	-	-	
4.23.7. Teamwork Methods and Procedures										
4.23.7.1. Fundamentals							-	B	B	
4.23.7.2. PERFORM Teamwork / Procedures							2b	-	-	
4.24. VIDEO EDITING TR: Commercial references as appropriate										
4.24.1. Editing Objectives	V									
4.24.1.1. Combining							A	B	-	
4.24.1.2. Trimming							A	B	-	
4.24.1.3. Correcting							A	B	-	
4.24.1.4. Building							A	B	-	
4.24.2. Editing Preparation	V						A	B	-	
4.24.3. Review Footage	V									
4.24.3.1. Fundamentals							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.24.3.2. CONDUCT Review Footage							2b	-	-	
4.24.4. Edit Master										
4.24.4.1. Sequencing	V									
4.24.4.1.1. Principles							-	B	-	
4.24.4.1.2. USE Edit Master							2b	-	-	
4.24.4.2. Time Code										
4.24.4.2.1. Principles							-	B	-	
4.24.4.2.2. LOG Time							2b	-	-	
4.24.4.3. Edit Decision List (EDL)							A	B	-	
4.24.5. Video Transitions Principles	V						B	B	-	
4.24.6. Computer Enhanced Video										
4.24.6.1. Special Effects, Techniques and Procedures							A	B	-	
4.24.6.2. Digital Video Effects										
4.24.6.2.1. Fundamentals							-	B	-	
4.24.6.2.2. CREATE / UTILIZE Effects							2b	-	-	
4.24.6.3. Create Titles	V						-	-	-	
4.24.7. Audio / Auxiliary Equipment										
4.24.7.1. Principles and Techniques										
4.24.7.1.1. Audio Mixing	V									
4.24.7.1.1.1. Concepts							-	B	-	
4.24.7.1.1.2. PERFORM Audio Mixing							1a	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.24.7.1.2. Sound / Special Effects							B	B	-	
4.24.7.2. Audio										
4.24.7.2.1. Input Audio										
4.24.7.2.1.1. Concepts	V						-	B	-	
4.24.7.2.1.2. OPERATE Input Audio							2b	-	-	
4.24.7.2.1.3. Audio Signal Correction, Equalization, and Noise Reduction							A	B	-	
4.24.7.3. Video Signal Correction										
4.24.7.3.1. Principles and Theory							B	B	-	
4.24.7.3.2. Time Base Corrector	V									
4.24.7.3.2.1. Theory							A	B	-	
4.24.7.3.2.2. OPERATE Corrector	V						1a	-	-	
4.24.7.3.3. Waveform Monitors										
4.24.7.3.3.1. Principles and Theory	V						B	B	-	
4.24.7.3.3.2. SET-UP and OPERATE Waveform Monitors							2b	b	-	
4.24.7.3.4. Vector Scopes										
4.24.7.3.4.1. Principles and Theory	V						B	B	-	
4.24.7.3.4.2. SET-UP and OPERATE Vector Scopes							2b	b	-	
4.24.7.4. Copyright Media Alternatives http://www.copyright.gov/										
4.24.7.4.1. Select Music/Stock Footage							A	B	B	
4.24.7.4.2. Requesting Permission	V						A	B	B	
4.24.7.5. Duplicating / Distribute Video Products	V									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.24.7.5.1. Fundamentals							-	B	-	
4.24.7.5.2. DUPLICATE/DISTRIBUTE							2b	-	-	
4.24.8. Ethics TR : AFI 33-117 ; DODD 5040.5	V									
4.24.8.1. Image Manipulation							-	B	B	
4.24.8.2. Audio Manipulation							-	B	B	
4.25. PRODUCTION FACILITY TR: Commercial references										
4.25.1. Basic Requirements							A	B	-	
4.25.2. Production Facility Layout							A	B	-	
4.25.3. PERSONNEL										
4.25.3.1. Director							A	B	A	
4.25.3.2. Floor Manager							A	B	A	
4.25.3.3. Cameraman										
4.25.3.3.1. Role							-	B	A	
4.25.3.3.2. PERFORM Position of a Cameraman							1b	-	-	
4.25.3.4. Audio Technician										
4.25.3.4.1. Role of an Audio Technician							A	B	A	
4.25.3.4.2. Audio Console							-	B	-	
4.25.3.5. Technical Director / Switch Operator							A	B	A	
4.25.4. Production Functions										
4.25.4.1. Pre-production										
4.25.4.1.1. Principles							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.25.4.1.2. PERFORM Pre-production Functions							2b	-	-	
4.25.4.2. Production										
4.25.4.2.1. Principles							-	B	-	
4.25.4.2.2. PERFORM Production Functions							2b	-	-	
4.25.4.3. Post Production										
4.25.4.3.1. Principles							-	B	-	
4.25.4.3.2. PERFORM Post Production Functions							2b	-	-	
4.26. AERIAL MOTION MEDIA TR: AFI 11-401 , 11-202 v3 , 33-117 , DOD 5040.4 and Commercial Manuals										
4.26.1. Pilot Responsibilities							A	B	-	
4.26.2. Individual Responsibilities							A	B	B	
4.26.3. Aerial Pictorial Techniques							A	B	B	
4.26.4. Stabilized Camera							A	B	B	
4.26.5. Acquire Aerial Documentation							A	B	B	
4.27. PROMPTING DEVICES TR: Commercial References										
4.27.1. Use and Operating Principles							A	B	-	
4.27.2. Portable Prompting Devices							A	B	-	
4.27.3. Advise Talent of Prompting Device Techniques							A	B	-	
4.28. PRODUCING / DIRECTING / WRITING TR: Commercial References										
4.28.1. Pre-production Planning Conferences										
4.28.1.1. Fundamentals							-	B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE / WARTIME TASKS	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 SKILL LEVEL	B 5 SKILL LEVEL	C 7 SKILL LEVEL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	(1) Course	(2) CDC	(1) Course	(2) CDC
4.28.1.2. CONDUCT Pre-production Conferences							2b	-	-	
4.28.2. Production Treatment										
4.28.2.1. Fundamentals							-	B	-	
4.28.2.2. UTILIZE							2b	-	-	
4.28.3. Storyboard										
4.28.3.1. Concept							-	B	-	
4.28.3.2. PREPARE Storyboard							2b	-	-	
4.28.4. Rehearsed Program Activities										
4.28.4.1. Fundamentals							-	B	-	
4.28.4.2. DIRECT Program Activities							1a	-	-	
4.28.5. Direct Videotape Editing										
4.28.5.1. Principles							-	B	-	
4.28.5.2. PERFORM Editing							2b	-	-	
4.28.6. Critique Products							-	B	-	
4.28.7. Review Script							A	B	-	

Section B - Course Objectives List

4. The Task Training Selection Boards (TTSB), hosted by the Defense Information School (DINFOS), creates Training Task Inventories (TTI) for the resident initial skills course. The board is composed of representatives from all Services. The final inventory is a consensus agreement of task and knowledge requirements the course instructors use to construct the program of instruction. From the TTI, DINFOS builds the Training Program of Instruction (TPI) that further defines how tasks and subjects are taught.

5. **Course Objectives.** The DINFOS course information website will provide the most current TPIs that list course descriptions and objectives. As changes are made to the courses they will be reflected on this website. TPIs are available on the (DINFOS) website at: <http://www.dinfos.osd.mil/CourseInfo/tpiList.asp>.

5.1. Basic AFSC awarding courses

5.1.1. [Basic Multimedia Illustrator Course](#) (DINFOS-BMIC) (TTI dated 15 December 2003) (Air Force Course: EBABD3V031 00AA, Multimedia Illustrator Course (DINFOS-BMIC))

5.1.2. [Basic Still Photography](#) (DINFOS-BSP) (TTI dated 28 Apr 05)

5.1.3. [Video Production and Documentation Course](#) (DINFOS-VPDC) (TTI dated 13 Apr 2004)

5.2. Initial Skills Course: [Visual Information Craftsman Course](#)

The Visual Information Craftsman Course has been designed to provide cross-feed on pertinent STS tasks to all 3V front-line supervisors. Some items taught in 3-level training will be covered in the 7-level course at the same proficiency level, but from a supervisory perspective. Some duplication of performance STS items does occur due to merging the three AFSCs. Consideration of depth and length of training for these items have been determined by the following: (1) course length is eight days, (2) target audience includes all three AFSCs, and (3) 7 levels are front-line supervisors that need to be familiar with many processes. Familiarization across-the-board will aid in supervising subordinates of all 3V AFSCs at every location that is tasked for mission.

5.3. **Course Description:** These objectives are listed in the sequence taught by Block of Instruction. We are providing a website with a "living" course objective list (COL). As changes are made to the course they will be reflected on the website. Use the following link to get started, and then navigate to the COL by selecting the 81st TRW, 81st TRG, and finally the 336th TRS to locate the COL for the Visual Information Craftsman Course. <https://wwwmil.keesler.af.mil>

Section C - Support Materials

6. The following is a list of available support materials. Refer to <http://www.e-publishing.af.mil/>, product announcements, for the list of published AF documents.

6.1. Access the Air Force E-Publishing website at <http://www.e-publishing.af.mil> for policies, directives, handbooks and manuals. For Department of Defense publications access <http://www.defenselink.mil/pubs> and for Chairman of the Joint Chiefs of Staff (CJCS) publications http://www.dtic.mil/cjcs_directives/index.htm.

[AFDIR 33-303, Compendium of Communications and Information Technology](#)

[AFH 31-602, Industrial Security Program](#)

[AFH 33-337, The Tongue and Quill](#)

[AFI 10-1101, Operations Security](#)

[AFI 11-202 v3, General Flight Rules](#)

[AFI 11-401, Aviation Management](#)

[AFI 23-111, Management of Government Property in Possession of the Air Force](#)

[AFI 31-401, Information Security Program Management](#)

[AFI 31-601, Industrial Security Program Management](#)

[AFI 33-110, Data Administration Program](#)

[AFI 33-117, Multimedia \(MM\) Management](#)

[AFI 33-132, Weapon System Video Program](#)

[AFI 33-202, Network and Computer Security](#)

[AFI 33-203, Emission Security](#)

[AFI 33-204, Information Assurance \(IA\) Awareness Program](#)

[AFI 33-322, Records Management Program](#)

[AFI 36-2201 v1, Training Development, Delivery, and Evaluation](#)

[AFI 36-2201 v2, Air Force Training Program Training Management](#)

[AFI 36-2201 v3, Air Force Training Program On The Job Training Administration](#)
[AFI 36-2201 v4, Managing Advanced Distributed Learning](#)
[AFI 36-2201 v5, AF Training Program Career Field Education and Training](#)
[AFI 36-2201 v6, AF Training Program Total Force Training and Education Review Process](#)
[AFI 36-2406, Officer and Enlisted Evaluation Systems](#)
[AFI 36-2632, Official Photographs of Air Force General Officer](#)
[AFI 90-901, Operational Risk Management](#)
[AFI 91-301, Air Force Occupational and Environmental Safety, Fire Prevention, and Health \(AFOSH\) Program](#)

[AFMAN 33-326, Preparing Official Communications](#)
[AFMAN 23-110, United States Air Force Supply Manual](#)

[AFOSH STD 48-9, Radio Frequency Radiation \(RFR\) Safety Program](#)

[AFP 36-2241 v1, Promotion Fitness Examination \(PFE\) Study Guide](#)
[AFP 36-2241 v2, USAF Supervisory Examination \(USAFSE\) Study Guide](#)

[AFPD 37-1, Air Force Information Management](#)

[CJCSI 3205.01A, Joint Combat Camera](#)
[DODD 5040.4, Joint Combat Camera \(COMCAM\) Program](#)
[DODD 5040.5, Alteration of Official DOD Imagery](#)
[DODD 5122.5, Assistance Secretary of Defense for Public Affairs \(ASDPA\)](#)
[DODD 5200.1-R, Department of Defense Information Security Program](#)
[DODI 5040.2, Visual Information](#)
[DODI 5040.6, Life-cycle Management of DOD Visual Information](#)
[DODI 5040.7, Visual Information Production Procedures](#)
[DODI 5040.8, Visual Information Activity Management](#)
[DOD 5040.6-M-1, Decision Logic Table Instructions for Recording and Handling Visual Information Material](#)
[DOD 5040.6-M-2, Instructions for Handling Visual Information Material](#)

Commercial References.

The following are examples of commercial references that may be used to enhance the Multimedia skill set. Listings marked with an “*” are available off the Air Force portal <https://rso.my.af.mil/skillportcbtprod/scusaf/usaflogin/usafseamlesslogin.cfm>. Under “Applications” select “A-Z Listing” and then choose “IT E-Learning”. When the “SkillPort” site loads choose “Books 24/7”. Book listings change over time. Those no longer available on “Books 24/7” are also available through commercial publication channels.

Graphics

- *[After Effects and Photoshop: Animation and Production Effects for DV and Film](#), Foster
- *[Adobe Creative Suite All-in-One Desk Reference For Dummies](#), Smith & DeHaan
- *[The Hidden Power of Illustrator CS: Web Graphics Techniques](#), Kurth
- *[How to Do Everything with Illustrator CS](#), Karlins
- *[Photoshop CS QuickSteps](#), Matthews, Clarkson, Poulsen and Sahlin
- *[Adobe Creative Suite All-in-One Desk Reference For Dummies](#), Smith & De Haan
- *[Adobe Photoshop CS Fast & Easy](#), Grebler
- *[Adobe Premiere Pro Bible](#), Droblas & Greenberg
- *[Distributed Multimedia Database Technologies Supported by MPEG-7 and MPEG-21](#), Kosch
- *[Computer Animation for TV, Games, Multimedia and Web](#), Kuperberg
- *[Timing for Animation](#), Whitaker & Halas
- *[Visual Design Fundamentals: A Digital Approach](#), Hashimoto
- *[Information Design Desk Reference](#), Sevilla
- *[Mastering Adobe InDesign](#), Cuenca & Le Winter
- Pantone Guide to Communicating with Color*, Eiseman
- Process Color Manual, 2nd Edition*, Rogondino
- Design Basics, Ideas and Inspiration for Working with Layout, Type, and Color in Graphic Design*, Kaye
- Design for Communication: Conceptual Graphic Design Basics*, Resnick
- Design Basics Index*, Krause
- How to Draw What You See*, De Reyna
- Drawing Solutions*, Collins & Brown

Watercolor Solutions, Collins & Brown
Multimedia: Making it Work, 6th Edition, Vaughan & Johnson
Multimedia for Learning: Methods and Development, 3rd Edition, Alessi & Trollip

Photography

- *[Digital Imaging](#), Galer & Hovat
- *[Digital Camera Solutions](#), Georges
- *[Digital Photography Answers! Certified Tech Support](#), Johnson
- *[Photoshop CS at Your Fingertips](#), Teague & Dietrich
- *[Photoshop CS Bible](#), McClelland
- Light - Science and Magic: An Introduction to Photographic Lighting, 2nd Edition*, Hunter
- Posing and Lighting Techniques for Studio Portrait Photography*, Allen
- Associated Press Guide to Photojournalism, Vol. 2, 2nd Edition*, Horton
- Practical Methodology of Forensic Photography, 2nd Edition*, Redsicker
- Color Management for Photographers: Hands on Techniques for Photoshop Users*, Rodney
- Shooting under Fire: The World of the War Photographer*, Howe

Video

- *[Digital Video Essentials: Shoot, Transfer, Edit, Share](#), Sadun
- *[Standard Codecs: Image Compression to Advanced Video Coding](#), Ghanbari
- *[Compressed Video Communications](#), Sadka
- *[Streaming Media Demystified](#), Topic
- *[Video and Media Servers: Technology and Applications, Second Edition](#), Paulsen
- *[After Effects in Production: A Companion for Creating Motion Graphics](#), Trish & Meyer
- *[After Effects and Photoshop: Animation and Production Effects for DV and Film](#), Foster
- Audio in Media, 7th Edition*, Alten
- Electronic News Gathering: Television News, 3rd Edition*, Yokam & Cremer
- Television Production Handbook, 9th Edition*, Herbert Zettl
- Placing Shadows: Lighting Techniques for Video Production, 3rd Edition*, Noble, Letournequ & Gloman
- Portable Video, 4th Edition*, Medoff & Tanquary
- The Technique of Television Production*, Gerald Millerson
- Television News, 4th Edition*, Yorke
- Television Field Production and Reporting, 4th Edition*, Shook
- Video Basics 4*, Zettl
- Digital Non-Linear Desktop Editing*, Schenk
- Manufacturer's Manuals* (Adobe Premiere, Avid ExpressDV, Apple Final Cut Pro)
- MPEG Handbook, 2nd Edition*, Watkinson
- Digital Video Compression*, Symes

Section D -- Training Course Index

6. Purpose. This section of the CFETP identifies training courses available for continuation/ supplemental training. For information on all formal courses, refer to the Air Force Education and Training Course Announcements (ETCA) database at <https://etca.randolph.af.mil/>

7. Air Force In-Residence Courses.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
EBABD3V031 00AA	Basic Multimedia Illustrator Course (DINFOS-BMIC)	Ft George Meade MD	AF
EBABD3V032 00AA	Basic Still Photographic (DINFOS-BSP)	Ft George Meade MD	AF
EBABD3V033 00AA	Video Production/Documentation (DINFOS-VPD)	Ft George Meade MD	AF
E3ACP3V071 00AA	Visual Information Craftsman	Ft George Meade MD	AF
EBAZD3V053 00AA	Digital Multimedia Course (DINFOS-DMC)	Ft George Meade MD	AF
EBAAD3V090 00AA	Visual Information Management (DINFOS-VIM)	Ft George Meade MD	AF
EBAZD3N051 00AA	Intermediate Photojournalism Course (DINFOS-IPC)	Ft George Meade MD	AF

8. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>USER</u>
CDC 3V051	Visual Information Journeyman	AF
CDC 3V052	Visual Information Photography Journeyman	AF
CDC 3V053	Visual Information Production/Documentation Journeyman	AF

9. **Mobile Training Courses.** No mobile training courses available at this time.

10. **Courses Under Development/Revision.** No courses are currently under revision.

Section E -- MAJCOM Unique Requirements

11. There are currently no MAJCOM unique requirements. This area is reserved.

Section F – Important Information

12. AMERICA'S AIR FORCE VISION 2020. With Global Vigilance, Reach and Power, the Air Force will provide balanced aerospace capabilities key to meeting national security objectives and realizing the full spectrum dominance envisioned by Joint Vision 2020. The United States Air Force is a mission-focused, combat-proven, decisive fighting force. This vision will guide America's Air Force in meeting the diverse challenges of the 21st Century as a part of America's Joint Military Team (<http://www.af.mil/library/posture/vision/>)

13. HQ USAF, MAJCOM/FOA/DRU, Base, and Unit Strategic Plans. You should know the contents of these documents. Make an extra effort to find them and read them. Some of these items may be hard to get your hands on. If you cannot locate them within your organization contact your local communications squadron. You may want to make yourself a copy to keep within your unit.

14. Intercom Magazine. An outstanding magazine specifically designed for the communications and information community. Check the AFCA web site for more information on submitting articles or to access the magazine (<http://public.afca.af.mil/intercom.htm>).